

Commonwealth of Kentucky
Office of Insurance - Agent Licensing Division
P. O. Box 517 - Frankfort, Ky. 40602
502-564-6004 <http://doi.ppr.ky.gov>

APPROVED CONTINUING EDUCATION CERTIFICATE OF COMPLETION

This form is available only to approved continuing education course providers. If you are an approved provider, please send your written request for this form to:

Kentucky Office of Insurance
Agent Licensing Division
Attn: Education Section
P. O. Box 517
Frankfort, KY 40602

Or you may submit your written request via e-mail to:

KOIAgentLicensingMail@ky.gov

The provider is required by law to give the student who successfully completes any continuing education course the original Certificate of Completion form upon completion of the course and to retain a copy in the provider's records for at least three years.

For all correspondence credits, the provider or student must submit the original Continuing Education Certificate of Completion to the Office at the address above, and verify credit on our Web site at <http://doi.ppr.ky.gov/>, as required by KRS 304.9-295(8).

For a classroom course, the provider is required by law to submit the original Continuing Education Course Attendance Roster (Form CE-300) to the Office within thirty days. Students must verify that credit has been recorded for this class by visiting our Web site at: <http://doi.ppr.ky.gov/>. If credit does not appear, please verify with the provider that the Roster has been submitted. If the Roster has been mailed to the Office and the licensee still has not received credit, please forward the original Certificate of Completion form to the Office directly, with a cover letter identifying the discrepancy.